



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

3/28/2014

Mirtha Castillo  
2100 Scott Blvd #93  
Iowa City IA 52402

Dear Mirtha,

It was a pleasure to again meet with you and to review Child Development Home Registration rules. You have a little to work on but it is all doable. My job is to help you come into compliance so if you have any questions while working on things, please feel free to call me or e-mail me.

Please find your copy of the, Checklist for Child Development Home Registration. I will be referring to the Child Development Home Registration Guidelines (Comm. 143) in this letter. You should receive the site to locate a copy of these at every application/renewal or a post card to return to Des Moines if you prefer to have them mailed to you. If you need an additional copy please call the Des Moines office 1-866-448-4605 or e-mail a request at [crsacca@dhs.state.ia.us](mailto:crsacca@dhs.state.ia.us) and they will send one to you. I will refer to these as, guidelines, for the rest of this letter. There are some sample forms in the last section of the guidelines, which were created to document the items needed for compliance. Feel free to use these forms for your programming. There are two typos on page 28 of some printed copies. The line that states "Total children under school age, including those under 24 months" should read 6 for both a level A and B. The guidelines are also on line. You may go to the following site to locate them on line: [http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/Manual\\_Documents/Master/comm143.pdf](http://www.dhs.state.ia.us/policyanalysis/PolicyManualPages/Manual_Documents/Master/comm143.pdf)

This letter is in regards to the compliance check of your Level A, Registered Child Development Home completed on 3/26/14. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.
  - ☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
- Both need to be updated**

- ☐ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters.- **Fire Marshall requires a 3 ft distance from the pilot lights**

- ☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Need an approved soft landing for under all equipment 18 inches or taller that is at a minimum of 9 inches. Gave the Outdoor Home Playground Safety Handbook. **Please include what your plan is to meet this rule. Examples are remove equipment; or develop a specific plan to not allow children on equipment until a soft landing is established.**

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. - **need at both exits**

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations. One in baby room needs to be put up on wall or ceiling. **All need new batteries none seem to be working. Need to be done immediately. Provider said her husband took one battery today to pick up new ones. Talked about they should be changed every 6 months so this is not an issue in future.**

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).  
**need for back door and in car**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Items "u and v" address the need to have written policy on children who are mildly ill and how you would respond to health related emergencies. Please develop those policies to share with your families. You can see samples of this in the guidebook on page, 54 for children who are mildly ill and page 53 for health related emergency policies. You should prepare something similar to these to address the rules/policies of your program. Many providers use what the local school uses for ill policies. That makes it easy on both you and the parents because they know those rules usually.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

☐ 110.5(1)w Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid/CPR and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(8) Children's Files

The children's files must be **updated annually with the emergency medical authorization completed yearly**. If the parent wants to review, edit and resign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, ect. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or resign the emergency medical and intake information.

**1 child needed the intake and Emergency authorization form, 2 needed those same forms updated for the annual update.**

☐ 110.5(8) An individual file is maintained for each child and **updated annually or when there are changes**. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

☐ 110.5(10) Substitutes

☐ 110.5(10)d Use of a substitute is limited to: No more than 25 hours per month with an additional period of up to two weeks in a 12-month period.

☐ 110.5(10)e The provider maintains a written record of the number of hours substitute care is provided, including the date and the name of the substitute.

**--Need to track the hours so can determine the above item and meet the rule**

You said you do plan on calling Tessa ( 866-324-3236 ext 1428 with Child care resource and referral to assist you with these items. I have forwarded this form to her for assistance.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates.

Please **check mark** each of the boxes listed above **when the necessary corrections have been completed**. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please complete the top portion of the letter, sign and date below, and return this form in the provided envelope by: 45 days of receipt**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 319 892-6826. if you have any questions regarding this letter.

Sincerely,

Lisa Wesbrook  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. They have consultants who can assist you in coming into compliance. You can reach Child Care Resource and Referral at 866-324-3236 or go to the following web site: [http://www.iowaccrr.org/who\\_we\\_are/region\\_5](http://www.iowaccrr.org/who_we_are/region_5) and click on current training calendar which you will find in the body in red text.

**The CCR&R website has a host of information including a document called Q/A. That document is the clarification of many questions and corresponding answers staff has had on the day care rules. This is a fluid document and new questions and answers are being added. I would suggest you review it at least every 6 months. You can find it on the CCR&R website. The exact address for the question and answer document is:**

**[http://www.iowaccrr.org/resources/files/Consultant/CDH%20Question\\_Answer.pdf](http://www.iowaccrr.org/resources/files/Consultant/CDH%20Question_Answer.pdf)**

HACAP also has a training newsletter. To obtain that newsletter you can email them. Send your name, address, phone number, e-mail address, and that you are a registered child development home to Ashley at [ameincke@hacap.org](mailto:ameincke@hacap.org). You may also call them: Child Care Programs at 319-739-1556 if you have any questions.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. In addition to the approved 24 hours you will also need valid certificates in CPR, first aid and Mandatory child abuse training at time of renewal. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry>. This site also has the forms to use to request training approval.

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).

An additional site that you might find helpful is the US Consumer Product Safety Commission recall site. If you go to the site and register your e-mail address the site will automatically send you updates on any products that are on recall. Baby items seem to go on recall often, especially sleeping equipment, pack and plays, car seats and toys. This is a good site to be aware of or to have the automatic updates sent to you. <https://www.cpsc.gov/cpsclist.aspx>

There is a law change I want to make you aware of. There was a rule change effective 6-1-13 You are no longer required to have a land line phone as a registered child development home. If you eliminate your land line phone please e-mail the CCA in Des Moines with a current contact phone number. That e-mail address is: [crsacca@dhs.state.ia.us](mailto:crsacca@dhs.state.ia.us)

# Iowa Department of Human Services

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**Terry E. Branstad**  
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**Kim Reynolds**  
Lt. Governor

**Charles M. Palmer**  
Director

Date: \_\_\_\_\_ 3/28/14 \_\_\_\_\_

Attention Parent and/or Guardian of child attending **Mirtha Castillo**  
Child Development Home.

The Iowa Department of Human Services requires all childcare providers to maintain an individual file for each child in their care. This file must include the following items:

- 1) Intake information which includes the following: child's name and DOB, parents name, address and phone numbers at home and work; along with documentation of any special needs of child
- 2) Emergency medical authorization signed by the parent,
- 3) Emergency contact information, which includes parents' names and phone numbers, doctors name, address and phone numbers along with name, phone number and relationship of another adult available in case of an emergency
- 4) List completed and signed by the parent on people who can pick up the child including their phone number and relationship to the child
- 5) Immunization certificate
- 6) Yearly statement of health: for school age children it can be signed by the parent. For infants and preschoolers it must be signed by a physician
- 7) A physical:
  - a) For infant and preschoolers: it must be at their initial start of childcare and then annually (the yearly statement of health form above)
  - b) For school age children: it must be, at the minimum, dated at the time of their elementary school enrollment.

If you do not have the above requirements to the Child Development Home the provider has been directed to no longer care for your child until the necessary paperwork has been obtained as they are out of compliance. The provider has given you 30 days to obtain this information. If it is not in their file by the end of the 30 days which is, **5/15/14** they have been directed they should no longer care for your child until it has been obtained. Please feel free to call me if you have questions on this matter.

Lisa Wesbrook (Linn County: last name A-J & Benton and Iowa County) 892-6826 OR  
Dale Garlinghouse (Linn County: last names K-Z & Jones County) 892-6803  
Day care registration workers

## **Health Related Emergency Policy ----Sample**

In the event of a minor health related emergency ( ie: bloody nose, scraped knee, minor cut) I will use my first aid CPR training as needed. I will complete an injury report form and give to the parent at time of pick up along with calling or texting the parent after the child's needs have been dealt with.

In the event of a health related emergency that exceeds my ability, I will call the parent/guardian/ or (emergency contact person if the parent can not be reached) for further directions.

In the event of a life threatening health emergency I will call 911 and call the parent as soon as possible. If the child is required to be transported for medical attention they will go via ambulance unless the parent /guardian/ emergency contact has arrived and can make the determination for transportation. I will stay with the other children in care.

The above policy illustrates why I must maintain accurate information on all phone numbers and addresses for parents, guardians, and emergency contact persons along with medical providers for your child. Please ensure that is accurate at all times.

I maintain a valid CPR and First aid certificate along with a first aid kit to meet the needs for minor injuries.

I will complete an injury report form and send a copy home with the family and retain one for the child's file if first aid is applied due to an injury.